

Section Organization

1.1 Section Bylaws

The Section Bylaws represent the organizational structure of the Wisconsin Section. They cover topics concerning who can be members, how officers are selected, duties and responsibilities of both members and officers, and other important areas needed to maintain a focused understanding of how the Section functions.

ITE WISCONSIN SECTION BYLAWS

- Adopted 1998, Revised MONTH YEAR

ARTICLE I - MEMBERSHIP

Section 1.1 Membership of the Section shall consist of those Institute members specified in the Charter of the Section.

Section 1.2 Persons who fall into one of the following classifications may be affiliated with the Section as Section affiliates. Those who are:

- (a) Not eligible to be members of the Institute but who have accumulated experience toward Institute membership;
- (b) In sub-professional work in transportation and traffic engineering;
- (c) Students in a recognized engineering school;
- (d) Professionally engaged in related fields;
- (e) In a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment.

Section 1.3 All applications for Section Affiliate except by engineering students shall include as reference the names of not less than ~~five~~ ~~three~~ persons to whom the candidate is personally known, ~~at least two of~~, ~~at least three of~~ whom shall be Institute members, ~~and the remainder shall be members of the Founder Engineering Societies or persons of recognized engineering reputation.~~ All applications for Section Affiliate by a student shall be certified by a faculty member at the engineering school attended by the applicant.

Section 1.4 The ~~Vice President Section Membership Committee~~ shall process the applications for ~~Local~~ Section Affiliate, ~~including securing confidential reports from the applicant's references as required.~~ The ~~Vice President Section Membership Committee~~ shall forward the application, ~~the applicant's experience record and the confidential reports of the references~~ together with ~~his/her~~ ~~its own~~ recommendation to the executive Board of the Section for final action.

Section 1.5 Prior to final action by the section Executive Board, the members of the Section shall be notified of the name, ~~address and occupation~~ of each applicant for Section Affiliate either ~~at a section meeting by mail~~ or by publication. ~~and a~~ Any member may submit a ~~member~~ recommendation to the Section Executive Board.

Section 1.6 Election of Section Affiliates shall be by vote of Executive Board of the Section. An affirmative vote by a majority shall be required for election.

ARTICLE II - RESIGNATION AND EXPULSION

- Section 2.1 Any Institute member or any Section Affiliate may resign from the Section by written communication to the Executive Board of the Section. If the person's Section dues have been paid, the Board shall accept the person's resignation in good standing.
- Section 2.2 Any Institute member or any Section Affiliate whose Section dues ~~or fees~~ are more than six months in arrears shall be dropped from Section affiliation by the Executive Board of the Section, and the unpaid dues and fees shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.
- Section 2.3 Any Institute member whose Institute membership has been forfeited shall also forfeit membership in the Section and will be eligible for membership in the Section only if that person is reinstated to membership in the Institute. Any member of the Institute who is placed on inactive status by the Institute Board of Direction automatically has the same status with the Section.
- Section 2.4 Any Section Affiliate who, by reason of any change in occupation or profession, shall cease to be in contact regularly and frequently with ~~transportation or~~ traffic engineers or the ~~transportation or~~ traffic engineering profession shall forfeit affiliation with the Section without prejudice.
- Section 2.5 The Section Membership Committee shall annually review the qualifications of Section Affiliates. As soon as any Section Affiliate meets minimum qualifications for ~~International Institute~~-membership (undergraduate or graduate degree in transportation field and active in transportation work OR 5 years of professional experience in transportation work), the person shall be encouraged to apply for such membership.
- Section 2.6 Any Section Affiliate who advertises, uses or attempts to use affiliation with the Section in any manner whatsoever with intent to derive personal gain there from shall forfeit affiliation with the Section.
- Section 2.7 The Executive Board of the Section shall consider the expulsion of any Section Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Section Membership Committee that, for the cause set forth, a person identified as a Section Affiliate be expelled. The Section Executive Board shall thereupon follow the procedure set forth in Article II, Section 17 of the Institute Constitution - except that to expel, at least two-thirds of the total membership of the Section Executive Board shall vote for expulsion.

In the event such a charge is brought against a member or an Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Direction for handling as provided in article II, Section 17 of the Institute Constitution.

ARTICLE III - FEES, DUES AND ASSESSMENTS

- Section 3.1 Annual dues shall be as follows:
(a) Annual Dues, identified in the Wisconsin Section Policies, may be changed by a vote of 2/3 of the Section Board.
- Section 3.2 Annual dues and other fees shall be payable at the beginning of the fiscal year, which shall be January 1 of each year. Dues and other fees of new members and Section Affiliates shall be payable on election, with dues and fees except entrance fees prorated to the number of quarters remaining in the fiscal year.
- Section 3.3 Any member or Section Affiliate whose Section dues or fees are more than three (3) months in arrears shall lose the right to vote. If dues become six (6) months in arrears, action as provided in Article II shall be taken by the Section Executive Board. That Board may, for a cause deemed sufficient, extend the time for payment and for the application of these penalties.
- Section 3.4 Special assessments may be proposed by the Executive Board. Such proposals shall be submitted to all members qualified to vote together with ballots. Voting shall be in accordance with Article VII, Section 7.2 of the Bylaws. An affirmative vote of two thirds of all ballots received by the Secretary within 14 days of submission of the proposal shall constitute acceptance thereof. Ballots shall be canvassed by the executive Board.
- Section 3.5 Any Section member who is a member in good standing in the Institute and who has reached the age of 65 and who has paid the Institute dues above the Student Member level for 25 years, including the current year, shall be exempt from further Wisconsin Section dues.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS, DIRECTORS AND SECTION REPRESENTATIVES TO DISTRICT BOARD

- Section 4.1 Officers of the Section shall include: A President, a Vice-President, a Treasurer, a Secretary, and one Member Director, together with the immediate Past President, shall constitute the Executive Board of the Section. The President, Vice President, Treasurer, Secretary, and Member Director shall be elected annually to assume office on January 1 for a term of one year. There shall also be two Affiliate Directors on the Executive Board who shall be non-voting members except on issues exclusively within the jurisdiction of the Section. One Affiliate Director will be elected annually to assume office on January 1 for a term of two years. An Administrator and a Webmaster shall serve as ex-officio, non-voting members of the Executive Board of the Section. The Section Administrator shall be a ~~Section~~ past President. The Section Webmaster shall be a Section Member in good standing. The Section President shall nominate (whether by committee selection process for a recommendation or by direct selection) and the Section Executive Board shall approve the appointment of both the Administrator and Webmaster for a minimum of three years to ensure Section continuity of operations. The Executive Board shall have the authority to review the appointments of the Administrator and Webmaster at any time and shall, at a minimum review the appointments annually.
- Section 4.2 The office of Section Representative to the District Board shall be the Past President.

- Section 4.3 Only Institute members residing in the Section area may serve on the Executive Board. No officer of the Section shall succeed oneself after serving a full term in office.
- Section 4.4 In the event of a vacancy occurring in the office of the President, the un-expired term shall be filled by the Vice-President. In the event of a vacancy occurring in any other elective office, the Section Executive Board shall elect a member to fill the un-expired term.
- Section 4.5 The Nominating Committee shall nominate one or more qualified candidates for each office. A written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the **President and Secretary** not later than September 15.
- Section 4.6 Not later than ~~one week prior to the October 15 second meeting in the fall of~~ each year, the ~~Board Secretary~~ shall ~~notify send to~~ the members of the Section ~~with~~ a list of candidates nominated by the Nominating Committee. Additional nominations of any office may be made by petition, signed by not less than five members. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which that person is nominated and must be received by the Secretary not later than ~~one week after the second meeting in the fall~~ **October 31**. If a member is nominated for more than one office, that person shall be considered a candidate only for the one office, which that person designated, ~~except that person may also be nominated for Section Representative.~~
- Section 4.7 Not later than **November 15**, ~~two weeks after the second meeting in the fall~~, the Secretary shall send to each eligible voter a final ~~electronic~~ ballot, listing the candidates nominated for Officers and Directors ~~and Section Representative~~. ~~Members without an e-mail address shall be notified with a paper ballot. Electronic and paper voting shall be completed three business days prior to the Annual Meeting. Final ballots returned by eligible voters to the Secretary shall be canvassed at the Annual Meeting by three tellers appointed by the President.~~ The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the new Executive Board of the Section at their first meeting shall choose between the candidates.

ARTICLE V - MEETINGS

- Section 5.1 Regular meetings of the Section shall be held as determined by the Executive Board, but not less than four meetings a year shall be held. The Section officers may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting however, unless at least fourteen days written notice concerning the matter has been sent to all members.
- Section 5.2 The Annual Meeting of the Section shall be held during the period ~~November 15~~ **December 1** through December 15. A report of the financial condition of the Section shall be made by the Treasurer at the Annual Meeting. Committee reports and reports by the President may be made at any meeting.
- Section 5.3 Installation ceremonies of officers shall be held at the Annual Meeting.
- Section 5.4 Subsection or area meetings may be held at any time not in conflict with Section meetings.

ARTICLE VI - GOVERNMENT

- Section 6.1 The President shall preside at meetings of the Section and of the Executive Board of the Section provided, however, that when the President is unable to do so, the Vice-President shall preside at meetings and discharge the duties of the President.
- Section 6.2 The President shall be an ex-officio member of all committees, except the Nominating Committee.
- Section 6.3 The President shall annually appoint a Nominating Committee no later than August 15. The Nominating Committee shall be composed of three Section members, of whom one, but only one, shall be a member of the Executive Board, who shall not serve as chairman.
- Section 6.4 The President shall appoint Standing Committees and such special committees as may be desirable with the approval of the Section Executive Board. ~~Standing Committees shall include, but not be limited to: Membership, Program and Technical.~~

ARTICLE VII - VOTING AND VOTING ELIGIBILITY

- Section 7.1 Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters, which affect the relationship of the Section to the Institute shall be by secret ballot.
- Section 7.2 When such a secret ballot is required, the Secretary shall submit ballots to the voters. Before the ballots are sent to the membership, the names shall be checked against a list of eligible voters generated by the most recent database of paid members. Those qualified to vote shall indicate their selection on the ballot. The ballots will be received by the Secretary or the Secretary's designee. In the case of an electronic ballot, a member may request a paper ballot ~~via the on-line service or~~ directly from the Secretary. If a member does not have a valid e-mail on file, a paper ballot shall be sent to the member. In case of a paper ballot, a paper ballot shall be sent to the voter, accompanied by a blank envelope and an envelope addressed to the Secretary. The voter shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope in the one addressed to the Secretary. The voter shall affix his/her signature across the back of the addressed envelope.
- Section 7.3 Section members are eligible to vote on all matters concerning the Section, District and Institute.
- Section 7.4 Section Affiliates are eligible to vote for Affiliate Director and only on those matters dealing with Section ~~social and financial~~ affairs.

ARTICLE VIII - AMENDMENTS

- Section 8.1 Proposals to amend these Bylaws ~~or~~ to petition amendments to the Charter may be made by resolution of the Executive Board of the Section or by written petition signed by at least five (5) voting members.
- Section 8.2 Proposed amendments to these bylaws shall be submitted, ~~in writing,~~ to the membership qualified to vote ~~and shall be on the order of business of the next regular section meeting occurring not less than thirty days subsequently.~~ Members shall have seven days to suggest changes to the proposed amendments, which the Executive Board shall take into consideration. The suggested comments shall be sent to the President in writing. ~~Such amendments may be amended with an affirmative vote of two thirds of all members at the meeting in any manner pertinent to the original amendment.~~ The amendments as originally proposed or as amended ~~at this meeting,~~ shall be submitted to the membership ~~via electronic ballot or paper copy~~ as prescribed in Article VII, Section 7.2 of these Bylaws.
- Section 8.3 An affirmative vote of two-thirds of all valid ballots cast shall be necessary to approve the adoption of any amendments to the Bylaws.
- Section 8.4 Amendments to the Bylaws so adopted shall take effect when approved by the District Board and the approved Bylaws filed with the Institute as provided in the Section Charter.